



Data Sharing System (DSS) Data Entry Instruction for Archaeological Survey

Introduction

The following data entry guidelines are to be followed for new Data Sharing System (DSS) entries. When updating previously submitted DSS records, please contact the Archaeology Data Manager at 804-367-2323 to have the records placed in your edit box. To access records that have been moved into your edit box, select "Edit Work-In-Progress" in the "Field Data Support" menu. When editing records, please keep in mind how crucial it is to save information from previous surveys. For example, please do not erase archaeological survey descriptions or artifact inventories from previous surveys. Rather, write a new description underneath the existing description and preface the new description with the date of the survey. For fields that can only accommodate one selection, you may correct previous survey data. However, please make note of such changes in your archaeological description or cultural resource event comments for the resource, whichever is more appropriate.

When finished with the data entry process, please remember to submit your records to the Archaeology Data Manager by checking the box next to the record in your edit box and selecting the "Submit" button. Also e-mail the Archaeology Data Manager to notify him or her of the submission. Once submitted, the Archaeology Data Manager will review the entry and either submit it into the main system or send it back to the user's box for revisions.

Screen # 1 General Property Information

1. General Property Information-DHR ID# : 44GL5000 (Capital Letters Required)			
Other DHR#:	063-0042	County or Independent City:	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;"> Henrico Henry Highland Hopewell Isle Of Wight James City King George King William Lancaster Lee </div> <div style="margin: 0 5px;"> → ← </div> <div style="border: 1px solid black; padding: 2px; flex-grow: 1;"> Gloucester King And Queen </div> </div>
Site Class:	Terrestrial, open air	Temporary Designation:	GL5000
Resource Name:	Rosewell		
Open to Public:	Yes	Is There a CRM Report:	Yes

***You must fill in any boxes highlighted with red text.**

DHR ID #: This is a **required** field. Enter a temporary identification number in this box when you are creating a new record. You may use any combination of letters and numerals. You must use capital letters. DHR will assign a permanent Site Number when you submit this form along with a **USGS topographic map showing the location of the site**. If no DHR ID has been entered when saving Screen 1, then you will be prompted to create one and the form will not save.

Other DHR #: This box should be completed if an architectural resource that has been recorded by DHR stands on the same site. Also, all archaeological properties nominated to the Virginia Landmarks Register and/or the National Register of Historic Places have been assigned architectural file numbers.

Example: 043-5308

County or Independent City: This is a **required** field. Selecting the first letter of the appropriate locality and continuing to hit that letter until the right one is highlighted can easily navigate the alphabetical list. Select the appropriate county and use the arrows to move it into the selected counties box on the right. You may add multiple selections when a site falls on two bordering localities. Should no locality be selected upon saving Screen 1, then you will be prompted to complete the field and the screen will not save.

Site Class: Select the appropriate class from the pick list. The choices are: **Submerged; Terrestrial, cave/rockshelter; Terrestrial, open air**. Please note that the default selection for this field is *Terrestrial, open air* and may be changed at any time. Noting that resources are submerged or cave/rockshelter is important since such information will aid in the protection of sites covered by the Virginia Underwater Historic Properties Act and the Virginia Cave Protection Act. If you believe the site warrants further protection, please contact DHR to have the form added to the Confidential Site files.

Caution: All site-altering archaeological activities, including the obtaining of surface collections, are explicitly prohibited at submerged sites and caves/rockshelters without the issuance of a permit. In reporting submerged sites and caves/rockshelters, please do not remove any artifacts or conduct any archaeological testing unless you have a permit.

Temporary designation: You may use this field to include any temporary number or number letter combination you wish.

Resource Name: If the site has an historic or traditional name, include it here or list a name associated with the property. Options for naming the site include using the name of the property owner, the property itself, or a nearby geographic or cultural feature. Trivial or deliberately humorous designations for site names will not be accepted. You will be able to query based on the site name.

Open to Public: This is a **required** field. For most archaeological sites, the selection here should be **No**. If the field is not completed when saving Screen 1, you will be prompted to make a selection and your work will not be saved.

Is there a CRM Report? This is a **required** field. If there will be a Cultural Resource Management (CRM) report growing out of this survey, you should select **Yes**. You should also select **Yes** if there is a previous report associated with this site. If the field is not completed when saving Screen 1, you will be prompted to make a selection and your work will not be saved.

Ownership	Government Ownership
Public - State ▼	Virginia Department of Game and Inland Fisheries ▼
<div>Add Modify Update Remove</div>	
Public - State - Virginia Department of Game and Inland Fisheries	

Ownership and Government Ownership: These fields are linked and should be added as a unit. Select **Private, Public-Local, Public-State, or Public Federal**. If the property is publicly owned, add the name of the public entity that is the owner under **Government Ownership**. Then select the Add button. Use the **Add/Modify** function to allow for entry of more than one ownership type. Identifying resources owned by the Commonwealth of Virginia or the United States government is important since such information will aid in the protection of sites covered by the Virginia Antiquities Act and the federal Archaeological Resources Protection Act.

Caution: All site-altering archaeological activities, including the obtaining of surface collections, on state and federal lands are explicitly prohibited without a permit. In reporting sites on state and federal lands, please do not remove any artifacts or do any archaeological testing unless you have a permit.

Temporal Affiliation	Cultural Affiliation
17th Century: 2nd half	Euro-American
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
17th Century: 2nd half - Euro-American 18th Century - Euro-American 18th Century - African American	

Temporal Affiliation and Cultural Affiliation: These fields are linked and should be added as a unit. The **Temporal Affiliation** field should be populated from the pick list that represents various time periods beginning with the Paleo-Indian and ending with the late-20th century. The pick list for **Cultural Affiliation** includes **African American, Euro-American, Indeterminate, Native American**. Now select the Add button. If a site dates from several different temporal/cultural affiliations, you may use the **Add/Modify** function to add as many as are applicable to the site.

For example, you may have a *17th Century: 2nd half Euro-American* site that you would enter in the temporal and cultural affiliation fields and select “Add.” Then the site might have a component that is *Early Woodland: Native American*. You would use the “Add/Modify function so that both site descriptions would be included.

Thematic Context	Example	Comments
Commerce/Trade	Warehouse	18th century Warehouse/Wharf foundations eroding into Carter's Creek.
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>		
Commerce/Trade - Warehouse Domestic - Dwelling, single Funerary - Cemetery		

Thematic Context, Example and Comments: These fields are linked and should be added as a unit. From the pick list select the appropriate context. These are the 18 themes that DHR has identified such as “Domestic,” “Settlement Patterns,” “Commerce/Trade,” etc. **Example** would include selection from the pick list of exactly how the site was used historically such “kiln, brick,” “fish weir,” “grave/burial,” or “lithic workshop,” among others. There is a free text field where you may includes any specific comments; currently this field is limited to 4000 characters. Again, there many be multiple “themes” and “examples” so that the **Add/Modify** function should be used.

SAVE at bottom of screen.

Screen # 2 Location Information

2. Location Information - DHR ID# : 44ST9991				
UTM Center:	NAD:	<div style="border: 1px solid black; padding: 2px;">▼</div>	Zone:	<div style="border: 1px solid black; padding: 2px;">18 (17 or 18)</div>
	East:	<div style="border: 1px solid black; padding: 2px;">289940</div>	North:	<div style="border: 1px solid black; padding: 2px;">4251745</div>

UTM Center: All fields associated with the UTM Center are **required** fields. Enter the appropriate UTMs for the center of the site. Easting has six digits, and Northing has seven digits. An easy way to obtain UTM coordinates is through the free www.topozone.com. If the fields are not completed when saving Screen 2, you will be prompted to enter data and your work will not be saved.

UTM Coords:	NAD:	Zone:	East:	North:
	<div style="border: 1px solid black; padding: 2px;">▼</div>	<div style="border: 1px solid black; padding: 2px;">(17 or 18)</div>	<div style="border: 1px solid black; padding: 2px;"></div>	<div style="border: 1px solid black; padding: 2px;"></div>
<div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px 5px;">Add</div> <div style="border: 1px solid black; padding: 2px 5px;">Modify</div> <div style="border: 1px solid black; padding: 2px 5px;">Update</div> <div style="border: 1px solid black; padding: 2px 5px;">Remove</div> </div>				

UTM Coordinates: If the site is large (generally larger than 5 acres), multiple UTM points may be entered using the **Add/Modify** function.

Loran:	<div style="border: 1px solid black; padding: 2px;"></div>	Restricted UTM Data?:	<div style="border: 1px solid black; padding: 2px;">Yes ▼</div>
Physiographic Province:	<div style="border: 1px solid black; padding: 2px;">Coastal Plain ▼</div>	Elevation:	<div style="border: 1px solid black; padding: 2px;">150</div> Feet
Aspect:	<div style="border: 1px solid black; padding: 2px;">Flat ▼</div>	Site Soils:	<div style="border: 1px solid black; padding: 2px;">Sassafras fine sandy loam</div>
Drainage:	<div style="border: 1px solid black; padding: 2px;">Potomac/Shenandoah River ▼</div>	Adjacent Soils:	<div style="border: 1px solid black; padding: 2px;">Sassafras-Aura-Caroline association</div>
Direction from Water:	<div style="border: 1px solid black; padding: 2px;">S ▼</div>	Distance to Water:	<div style="border: 1px solid black; padding: 2px;">2375</div> Feet
Landform:	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; width: 150px;"> alluvial fan bench bluff cave cliffline colluvial apron dune, active dune, relict floodplain floodplain island </div> <div style="margin: 0 10px; text-align: center;"> <div style="font-size: 24px;">→</div> <div style="font-size: 24px;">←</div> </div> <div style="border: 1px solid black; padding: 2px; width: 100px;"> drain </div> </div>		
Nearest Water Source:	<div style="border: 1px solid black; padding: 2px;">Accokeek Creek</div>		
Site Dimension:	<div style="border: 1px solid black; padding: 2px;">40</div> x <div style="border: 1px solid black; padding: 2px;">40</div> Feet	Acreage:	<div style="border: 1px solid black; padding: 2px;">.03</div> acre(s), decimals only
Slope:	<div style="border: 1px solid black; padding: 2px;">6-10% ▼</div> Percent		
Survey Description:	<div style="border: 1px solid black; padding: 2px;"> The R-Board Landfill Phase 2 Expansion project area is located in south-central Stafford County, Virginia within the R-Board Landfill County Landfill property. The landfill is located approximately 6.7 miles north of the City of Fredericksburg along Eskimo Hill Road (State Route 628). The project area is </div>		

Loran: You may skip this field. It is generally limited to submerged sites to complement UTM.

Restricted UTM data? Indicate here whether the UTM information should be restricted. The default value is no, however you may change this at any time.

Physiographic Province: Indicate if the site is situated in the Coastal Plain, Piedmont, Blue Ridge, Ridge and Valley or Appalachian Plateau.

Elevation: This is a **required** field. Using the appropriate USGS topographic map, indicate **in feet** the elevation above sea level of the site. Should the site vary in elevation, record the elevation for that point from which the center UTM value was calculated. If the field is not completed when saving Screen 2, you will be prompted to enter data and your work will not be saved.

Aspect: Indicate if the site is flat or facing north, northeast, east, southeast, south, southwest, west of northwest. Should more than one response be possible, choose the one applicable to the majority of the site.

Site Soils: Following the National Resource Conservation Service soil survey publication for the county in which the site is located, enter the most common soil type within the site's boundaries. If such a publication is not available, leave this field blank. The NRCS Soil Survey data is now available online at <http://soildataviewer.nrcs.usda.gov/> General comments on the site soils should be entered under the **Survey Description**.

Drainage: Indicate in this field if the site is situated in the Potomac/Shenandoah River, Rappahannock River, York River, James River, Chowan River, Dismal Swamp, Chesapeake Bay, Atlantic Ocean, New River, Roanoke River, Tennessee River or Big Sandy River drainage.

Adjacent Soils: If different from the site soils entered above, list the most common soil type within 1000 feet of the site.

Direction from Water: Enter the direction *from* the nearest water source. Water source options include river, stream, spring, lake, and swamp.

Distance to Water: Enter the distance *to* that water source **in feet**.

Land Form: Select the most characteristic landform(s) by highlighting the value using the arrows to move the data right.

Nearest Water Source: Enter the name of the nearest water source.

Site Dimension: This is a **required** field. Record the dimensions of the site **in feet**. If site dimensions are merely an approximation or if site size is unknown, this should be noted in the Survey Description. Site dimensions are required to obtain a site number. If either field is not completed when saving Screen 2, you will be prompted to enter data and your work will not be saved.

Acreage: Record the acreage here **in decimals** (e.g. 2.05 acres). Acreage equals = (site dimension x')(site dimension y')(.000023)

Slope: Following the NRCS, indicated the site's slope (see the pick list). For caves and rock shelters, calculate slope from the adjacent terrain, not the site surface.

Survey Description: Information provided here documents how the site was surveyed, under what conditions reported artifacts were obtained, how representative they are of the total artifact assemblage, and site condition. Details should include form of subsurface testing (shovel tests vs. test units), size and depth of units, size of screen mesh, interval spacing, type and status of site impact. Also, please note in this field whether UTMs were calculated using NAD1927 or NAD1983. This is a memo field with a current limit of 4000 characters.

Caution: The archaeological excavation of human remains is explicitly prohibited without a permit pursuant to the Virginia Antiquities Act. Should surface evidence of a disturbed human burial be observed as part of a survey, please report it to the Department.

Site Conditions		Selected Site Conditions
25-49% of Site Destroyed 50-74% of Site Destroyed 75-99% of Site Destroyed Destruction of Surface and Subsurface Deposits Intact Cultural Level No Surface Deposits but With Subsurface Integrity Site deliberately buried Site Totally Destroyed Surface Deposits Present But Subsurface Not Tested Surface Deposits Present But With No Subsurface Integrity	→ ←	Intact Stratified Cultural Levels Less than 25% of Site Destroyed Surface Deposits Present And With Subsurface Integrity Surface Features

Site Conditions: Select the appropriate site conditions from the pick list. Multiple site conditions may be selected. (Example: Less than 25% of Site Destroyed; or 50-74% of Site Destroyed; or No Surface Deposits with Subsurface Integrity). Highlight the selection and use the arrows to move the selection to the right (Selected Site Conditions) or back to the left.

Survey Strategy		Selected Survey Strategy
Historic Map Projection Informant Metal Detection	→ ←	Observation Surface Testing Subsurface Testing

Survey Strategy: Select one or more applicable strategies from the list provided by highlighting the selection and using the arrows to move the selection to the right (Selected Survey Strategy) or back to the left. Under no circumstances will site numbers be assigned to sites based solely on historic map projections; such projections will require field verification.

USGS QUAD		Selected USGS QUAD
ABILENE ABINGDON ACCOMAC ACHILLES ADAMS GROVE ALBERENE ALBERTA ALEXANDRIA ALLEGHANY ALTAVISTA	→ ←	CLAY BANK

USGS Quad: This is a **required** field. Select the appropriate quad(s) on which the site is located. You can scroll immediately to the appropriate quad name by selecting the first letter of that quad on your keyboard and continue hitting that key until the correct quad can be highlighted. Highlight the selection and use the arrows to move the selection to the right (Selected USGS Quad) or back to the left. ***A copy of the appropriate portion of the USGS**

quad(s) showing site boundaries must be submitted to the DHR before a site number will be assigned.* More detailed field maps, photocopies of diagnostic artifacts, or other pertinent illustrations may also be submitted, but are not required. If no selection has been made when saving Screen 2, you will be prompted to make a selection and your work will not be saved.

Current Land Use			
Date of Uses:	Date: <input type="text"/>	Month: <input type="text" value="January"/>	Year: <input type="text" value="2008"/>
Example:	<input type="text" value="Mill"/>		
Land Use:	<input type="text" value="Industry/Processing/Extraction"/>		
Comments:	<input type="text" value="Today this site is located within the Rappahannock Regional Landfill property."/>		
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>			
<input type="text" value="9999 - 99 - 99 - 78 - 11"/>			

Land Use: All the fields under Land Use are linked and should be added together. Enter the **current** date, land use, example, and comments. Now select the Add button. Example: The current **Land Use** might be "Landscape" and the **Example** would be "Forest," or "Subsistence/Agriculture" and the Example would be "Agriculture Field" or "Pasture". **Date of Uses:** include the date that the information in the following fields is applicable. **Comments:** A memo field of up to 4000 characters to expand on current land use and its impact on the site.

Threats to Resource:	<input type="text" value="Demolition"/> <input type="text" value="Deterioration"/> <input type="text" value="Development"/> <input type="text" value="Erosion"/>
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
<input type="text"/>	

Threats to Resource: Select one or more threats to the site that are current or are likely to occur in the future.

SAVE at bottom of screen.

Screen # 3 Specimens and Field Note Information

Specimens Information

3. Specimens and Field Notes Information - DHR ID#: 44GL0012			
Specimens Information			
Specimens Obtained ?	Yes <input type="button" value="v"/>	Specimens Reported?	Yes <input type="button" value="v"/>

Specimens obtained? Select “Yes or No”. This refers to artifacts collected in the field.

Specimens Reported? Select “Yes or No.” This refers to artifacts noted or observed in the field but **not** collected.

Specimens Depository	Rosewell Visitor Center Archaeology Laboratory 5113 Old Rose
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
Rosewell Visitor Center Archaeology Laboratory 5113 Old Rosewell Lane Gloucester VA 23061	

Specimens Depository: Enter the depository for the specimens. You may enter multiple locations using the “Add/Modify” function.

Assemblage Description:	Fifteen artifacts, dating from both the prehistoric and historic periods, were found at Site 0587-2. A Native American occupation of unknown period was revealed from the recovery of four quartz secondary flakes, two quartz tertiary flakes, one quartz flake fragment, and one quartz fire-cracked rock. Historic artifacts
Assemblage Description Reported:	

Assemblage Description: Provide a precise inventory with counts of all specimens obtained from the investigation. Memo field limited to 4000 characters. Please use specific language when listing artifact types.

Assemblage Description Reported: List artifacts reported in other collections with each collection identified by its owner and address. This section may be used to list artifacts observed on a site but not recovered. Memo fields limited to 4000 characters.

Field Notes Information

Field Notes Information	
Field Notes ?	Yes <input type="button" value="v"/>
Field Notes Depository	Rosewell Visitor Center Archaeology Laboratory 5113 Old Rose
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
Rosewell Visitor Center Archaeology Laboratory 5113 Old Rosewell Lane Gloucester VA 23061	

Field Notes: Select "Yes or No."

Field Notes Depository: Enter the name of the depository for the field notes; there may be multiple depositories, so you can use the Add/Modify function.

SAVE at bottom of screen.

Screen # 4 Archaeology Bibliographic Information

New Archaeology Bibliographic Information

4. Archaeology Bibliographic Information - DHR ID# : 44GL0012	
New Archaeology Bibliographic Information	
Reports ?:	Yes
Reference for Reports or Explanation if No Report:	David A. Brown and Thane H. Harpole, "Archaeological Excavations of the Rosewell Vaulted Cellar and Collapsed Drain, Site 44GL12, Gloucester County, Virginia," 2004; GL-59.
Depository:	VDHR, Rosewell Visitor Center
DHR Library Reference Number:	GL-024
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
3 - VDHR, Rosewell Visitor Center -	
3 - -	
3 - VDHR, Rosewell Visitor Center -	

Reports: This is a **required** field. Select Yes, No, Not Evaluated, or Unknown. If there will not be a report produced, then please provide an explanation why. If no selection has been made when saving Screen 4, you will be prompted to make a selection and your work will not be saved.

References for Reports and Publications: Enter the bibliographic information (title, author, date) on all sources or drafts in this text field. Relevant reports and historic maps can be cited.

Depository: Enter the final location of the report in this field.

DHR Library Reference Number: This field is reserved for the catalog number that the DHR Archivist will assign. Users are not responsible for entering information into this field.

Use the **Add/Modify** function to enter multiple bibliographic sources. The Department actively solicits copies of reports and publications to add to the archives for use by visiting researchers and as a supplement to our inventory files.

SAVE at bottom of screen.

Screen # 5 Graphic Media Documentation

5. Graphic Media Documentation - DHR ID# : 44GL0012					
Photo Control # <small>(no. and - only)</small>	Photographic Media	Photo Depository	Photo Date	Photo Filename	Photo Doc
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="Prints and Slides"/>	<input style="width: 100%;" type="text" value="Rosewell Visitor Center"/>	Date: <input style="width: 40px;" type="text"/> Month: <input style="width: 60px;" type="text" value="January"/> Year: <input style="width: 60px;" type="text" value="2008"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="Yes"/>
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>					
Prints and Slides - - Rosewell Visitor Center -					
Digital photographs - - Rosewell Visitor Center -					

All fields under Graphic Media Documentation are linked.

Photo Control Number: Complete this field only if you have received a DHR negative number for any photographs you have taken that are part of this site form.

Photographic Media: If you have taken photographs, enter the type of photo media. Example: 35 mm B&W, color slide, digital. If you have a site plan that you might have scanned for this site, you may enter “scanned image” in this field.

Photo Depository: Enter the location of the photographic media in this field.

Photo Date: Enter the day, month and year of the photograph if applicable. If you do not have the day or the month, enter 01. You must enter the year.

Photo Filename: It is suggested that you enter the site number here or, if it is a scanned image, “site plan”.

You may use the **Add/Modify** function if you have multiple graphic images to report.

SAVE at bottom of screen.

Screen # 6 CRM Event Information

6. CRM Event Information - DHR ID#: 44GL0012	
CRM Event Type:	Archaeological Data Recovery ▼
Event Date:	Date: <input type="text" value="3"/> ▼ Month: <input type="text" value="May"/> ▼ Year: <input type="text" value="2004"/>
Project Review File Number:	<input type="text" value="2004-0234"/>
CRM Person:	First: <input type="text" value="David"/> Last: <input type="text" value="Brown"/>
CRM Organization:	<input type="text" value="Rosewell Foundation"/>
Sponsoring Organization:	<input type="text" value="Local Government"/> ▼
CRM Event Comments:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Occasional excavations associated with volunteer opportunities, any utility or sign installation, or mitigation of safety hazards (such as collapsed drains), as well as a Phase II of the 8.746 acres owned by the Gloucester Historical Society. </div>
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #d3d3d3; padding: 2px;">29 - 05 - 11 - 1968 - VDHR - - - 9999</div> <div style="background-color: #d3d3d3; padding: 2px;">43 - 01 - 10 - 1969 - VDHR - - - 9999</div> <div style="background-color: #d3d3d3; padding: 2px; border: 1px solid #000;">1 - 99 - 99 - 2004 - Rosewell Foundation - Thane Harpole, David Brown - - 9999</div> </div>	

All fields under CRM Event Information are linked.

CRM Event Type: choose from the pick list the applicable CRM event such as “Phase I Survey,” “National Register Listing.”

Event Date: Enter the date of the “Event” in these fields. Again, enter 01 if you do not have the exact day and month.

Project Review File Number: You should enter in this field the DHR Project Review Number if applicable. Example: 2002-0312.

CRM Person: Enter the first and last name of the person conducting the survey in these fields.

CRM Organization: Enter the name of the Organization conducting the survey.

Sponsoring Organization: If applicable, choose the sponsoring organization from the list.

CRM Event Comments: Enter any pertinent comments about the CRM event in this memo field. This may include the **address** of the firm conducting the research or additional names of field personnel. Consultant recommendations of eligibility should be noted in this block. If you are a member of the Archeological Society of Virginia, please note such and include the chapter that you are affiliated with. The text is limited to 4000 characters.

You may use the **Add/Modify** function to enter multiple CRM events.

SAVE at bottom of screen.

Screen # 7

Individual/Organization/Agency Mailing Information

7. Individual / Organization/ Agency Mailing Information - DHR ID# : 44ST9991

New Individual / Organization/ Agency Mailing Information			
Honorific:	<input type="text"/>	Suffix:	<input type="text"/>
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>		
Company Line 1:	<input type="text"/>		
Line 2:	<input type="text"/>		
Address Line 1:	<input type="text"/>		
Line 2:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="Virginia"/>
Zip:	<input type="text"/>	Country:	<input type="text" value="USA"/>
Phone 1:	<input type="text"/>	Ext 1:	<input type="text"/>
2:	<input type="text"/>	Ext 2:	<input type="text"/>
Surveyor Notes:	<input type="text"/>		

The following fields are linked.

New Individual/Organization/Agency Mailing Information: Complete the name and address information for the person associated with the property. If the person is unknown, leave these boxes blank.

Surveyor Notes: Enter any miscellaneous notes that might be associated with the survey of this site here. The character limit for this memo field is 4000 characters.

Relationship to Property	
Individual Category Codes	
<input type="text"/>	
<input type="button" value="Add"/>	<input type="button" value="Modify"/>
<input type="button" value="Update"/>	<input type="button" value="Remove"/>
<input type="text"/>	

Owner Relationship/Individual Category Codes: Complete this field from the pick list provided. It may be that you have recorded the address information about someone who is the owner of the property or the owner of the specimens. You may use the **Add/Modify** function if you have several categories (a person is both the owner of the property and the owner of the specimens). Now select the add button at the bottom of the screen and the person will be entered as Individual 1.

A screenshot of a software interface. At the top, there are four buttons: 'Add', 'Modify', 'Update', and 'Remove'. Below these buttons is a list box containing the text 'Individual1'. The list box has a blue header bar and a white body area.

The **Add/Modify** function at the bottom of the screen allows additional people to be added as Individual 2, etc.

When you complete Screen # 7, you will click “**Save**” and return to the screen where you can create another record.

Screen # 8
National Register Eligibility Recommendation Information

8. National Register Eligibility Recommendation - DHR ID# : 44GL0012

National Register Criteria

NR Criteria	
Criterion A: Associated with events that have made a significant contribution to the broad patterns of our history.	
Criterion B: Associated with the lives of persons significant in our past.	
Criterion C: Embody the distinctive characteristics of a type, period, or method of construction, or represent the work of a master, or possess high artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction.	
Criterion D: Has yielded, or may be likely to yield, information important in prehistory or history.	
Criterion A:	Not Evaluated <input type="button" value="v"/>
Criterion B:	Not Evaluated <input type="button" value="v"/>
Criterion C:	Not Evaluated <input type="button" value="v"/>
Criterion D:	Not Evaluated <input type="button" value="v"/>

National Register Criteria: Please enter "Yes," "No," or "Not Evaluated" to describe the eligibility of the site under each Criterion.

National Register Criteria Considerations

NR Criteria Considerations:	
A-Religious Property:	Not Evaluated <input type="button" value="v"/>
C-Birth Place or Grave:	Not Evaluated <input type="button" value="v"/>
E-Reconstructed Property:	Not Evaluated <input type="button" value="v"/>
G-Significance of less than Fifty Years:	Not Evaluated <input type="button" value="v"/>
B-Moved Property :	Not Evaluated <input type="button" value="v"/>
D-Cemetery :	Not Evaluated <input type="button" value="v"/>
F-Commemorative Property :	Not Evaluated <input type="button" value="v"/>

NR Criteria Considerations: Please choose "Yes," "No," or "Not Evaluated," if your site is eligible under these considerations.

Significance Statement

Significance Statement:	
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Significance Statement: This area should be used to describe how the site applies to the National Register Criteria and Considerations. Provide when necessary, background information and any other important contextual information regarding the nature of the site that may justify your recommendation.

Recommender Information

Recommendation By:			
Name:	First:	<input type="text"/>	Last: <input type="text"/>
Organization:	<input type="text"/>		
Date:	Day: <input type="text"/>	Month: <input type="text"/>	Year: <input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>			
<div></div>			

The information in the Recommender Section is linked.

Name: Please enter the first and last name of the person who is making the recommendation.

Organization: Please enter the name of the organization that is making the recommendation.

Date: Please enter the date that the recommendation was made.

You may use the **Add/Modify** function to enter multiple recommendations, or edit information.

SAVE at the bottom of the screen.